VERIFICATION SCHEDULE AND PROCEDURES

ACTIVITY	**DATE**

Step One: Determine your Non-Response Rate

- View Non-Response Rate Report on the ADE website: **http://www.azed.gov/health-nutrition/nslp/verification/**.

September

Step Two: Determine Verification Method and Sampling Requirement

- Determine sampling method:

Standard, Random (Alternate 1)* or Focused (Alternate 2)*

May choose ONLY if qualified for administrative relief (SFA is highlighted green in the Non-Response Rate Report in Step One)

September

- Determine total number of approved Free and Reduced-Price applications.
- Determine number of approved case number applications from SNAP, TANF, FDPIR households and approved foster applications.

October 1

- Separate error-prone applications   (Needing for Standard Sampling & Focused Sampling (Alternate 2))

(Best Practice: October 1)

- Compute number of applications to be verified with determined sampling method:

Standard:
3% of total applications
(select from error prone)

Random (Alternate 1):
3% of total applications
(select randomly from total)

(Best Practice: October 2)

Focused (Alternate 2):
1% of total applications
(select from error prone)
Plus (+)
1/2% (.005) of total case number applications
(Select from SNAP, TANF, FDPIR)

- Select applications for verification. Explain the method used to randomly select applications. (Make copies of the selected applications to be kept in verification file.)

(Best Practice: October 2)

Step Three: Conduct Verification

- Conduct **mandatory** confirmation review of all applications selected. Determine if initial determination was correct.

(Best Practice: October 3)

- Conduct **mandatory** Direct Verification via CNP Direct

(Best Practice:

RESPONSIBILITY	ACTIVITY	DATE
	Certification/Direct Verification on all selected applications. (**Available Oct 1st**) - Income Applications using Medical Assistance data - Case Number Applications using Case Number Format	October 5)
	• Send a first notice of verification, *Notification of Verification Letter*, (**www.azed.gov/health-nutrition/nslp/verification/**) requesting income documentation to those applicants with an invalid case number or those applicants that could not be directly verified (all remaining applications selected for verification).	(Best Practice: October 7)
	• Review income documentation. (Information required to verify applications may include any of the acceptable sources included with the CNP Verification Manual, Appendix C., **www.azed.gov/health-nutrition/nslp/verification/**)	
	• Indicate results of the verification on the application. Attach documentation to the application.	Ongoing
	• Send *Letter of Verification Results* (**www.azed.gov/health-nutrition/nslp/verification/**) (Benefits terminate 10 days from date of notice or at appeal hearing. Benefits increase within 3 days from date of notice.)	
	• Conduct **mandatory** *follow-up* to verification non-respondents (includes: mailing a follow up notice, a phone call, e-mail, or personal contact). Must maintain documentation of follow-up attempt(s).	Ongoing (Best Practice: October 15th, and/or if no response from household by given due date)
	• Determine total number of students (by eligibility) as of October 31st (last operating day in October) enrolled in the school.	October 31
	• Send *Letter of Verification Results* (**www.azed.gov/health-nutrition/nslp/verification/**) to non-respondents of follow-up notice. (Benefits terminate 10 days from date of notice or at appeal hearing.)	(Best Practice: November 3)
	• All Verification procedures must be completed.	November 15

Step Four: Report Verification Results

	• Begin Verification Report and submit to ADE.	(Best Practice: November 20)
	• **Verification Report Due**	**February 1**